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# **Publications Review Board**

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## **(U) Drafts — Academic Manuscript Approval Letters for Lotus Notes and AIN**

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Posted on June 4, 2009 by

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Please use these drafts when approving an academic manuscript by a current staff employee who (due to Agency funding of the corresponding course work) is not required to submit a Form 879 (Outside Activity Approval Request). The purpose is to protect the review process from an employee receiving open approval from the PRB for an academic manuscript but then also publishing the manuscript in another venue (like a journal). This additional publishing effort goes beyond the Form 879 waiver granted by the Office of Security

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### **LOTUS NOTES:**

SUBJECT: Publications Review Board Approval of Academic Manuscript (PRB XXXXX-09)

[NAME] — The Publications Review Board completed its review of your academic manuscript entitled "[TITLE]." The Board has no objection to its publication contingent upon your agreement to use this manuscript for classroom purposes only. This manuscript may not be further used (i.e. published) for any other purpose at this time. Should you wish to use this manuscript for other than this particular course, you will need to submit a Form 879 (Outside Activity Approval Request) to the Office of Security for permission to publish in another venue.

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Click on "Security" then on "Outside Activity Request" then on "Compose Form 879."  
Choose "speech/appearance" for publishing.

The Board appreciates your cooperation with prepublication review.

Please do not hesitate to contact me if you have any questions or if we can be of further assistance.

**AIN**

Dear [NAME]:

The Publications Review Board completed its review of your academic manuscript entitled "[TITLE]." The Board has no objection to its publication contingent upon your agreement to use this manuscript for classroom purposes only. This manuscript may not be further used (i.e. published) for any other purpose at this time. Should you wish to use this manuscript for other than this particular course, you will need to submit a Form 879 (Outside Activity Approval Request) to the Office of Security for permission to publish in another venue.

The Board appreciates your cooperation with prepublication review.

Please CC:  on all messages.

Sincerely, (b)(3) CIAAct

PRB Staff

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